

## **CITY OF MILPITAS**

### **GROUP YOUTH SPORTS ASSISTANCE FUND**

#### **PURPOSE:**

The purpose of this fund is to allow groups representing Milpitas in a sporting event to submit a request for funding assistance from the City. A youth group is defined as a group of individuals all of whom are 18 years and younger. The City of Milpitas believes that the enjoyment of sports by youths in Milpitas is important to their well-being. Through this fund, the City is able to enrich the community, assist groups, as well as build positive relationships.

#### **GRANT PROCESS:**

##### **Eligibility for groups:**

1. Applicant groups must be a youth sport organization operating within the City of Milpitas with 51% or greater Milpitas residents. A youth group is defined as a group of individuals all of whom are 18 years and younger.
2. The group must be incorporated as a non-profit organization or be chartered as a local branch of a larger non-profit organization.
3. The group must have bylaws that clearly define the organization's purpose and function, structure, duties, authority and responsibilities of its governing body and officers.
4. Governance of the organization should be vested in a responsible and active board which meets at least quarterly and establishes and enforces policies.
5. Every organization receiving funds from the City is required to assure that it will conduct business in compliance with the non-discrimination requirements of the City, State and Federal governments.
6. The organization agrees not to participate in any process that discriminates on the basis of race, color, national origin, sexual orientation or religion.
7. Each organization shall maintain accounting records which are in accordance with generally accepted accounting practices.
8. Groups requesting funds must be amateur athletic groups. An amateur athletic group is defined as a group that does not receive financial compensation or prize money for their participation in any athletic event.

**Groups seeking grant funds from the City of Milpitas must:**

1. Be willing to certify and document financial and enrollment figures; be willing to provide an official group roster with names and addresses; be willing to work with City staff on application and program review.
2. Be willing to expend all monies for approved purposes. If applicant is unable to use funds for approved purposes funds or the remaining portion of funds must be returned to the City of Milpitas.
3. Be willing to report on achievements and/or goals accomplished with the acquisition of funds to City staff.
4. Be willing to acknowledge the support of the City of Milpitas where appropriate and include on all printed information relating to grant funded programs or activities, the following:

“This program has been made possible, in part, through a grant from the City of Milpitas.”
5. Provide proof of purchase receipts, invoice statements, etc. related to the expenditure of grant funds upon completion of program, project or activity.

**FISCAL LIMITS:**

1. The maximum amount for any Youth Sports Fund grants within a fiscal year will be \$1,000.00 for a group or organization.
2. Any application that exceeds this annual limit amount must show justification of extraordinary need and be highly meritorious in order to be considered by the City Council.
3. The Parks, Recreation, and Cultural Resources Commission may recommend any amount deemed appropriate, which may be less than the sum requested.
4. No financial assistance may be provided if proposal are either not in conformance with this policy or with the application procedure or form.
5. An allotted total is granted to the Youth Sports Assistant Fund at the beginning of each fiscal year, starting July 1. Total annual funding may vary. Monies are dispersed on a first-come-first-serve basis, until the fund is depleted for that fiscal year.

## **ACCEPTABLE FUNDING CRITERIA:**

### **Funding consideration will be given:**

1. For an event occurring where additional funding is required for a special tournament or event where participants are advancing beyond the normal spectrum or league play, causing additional expenses.
2. To one-time activities or capital equipment purchases designed to address a significant need or problem that the organization cannot routinely finance.
3. In the event that financial difficulties occur due to an unexpected event or emergency (theft, vandalism, fire, weather, etc.) that impacts a group's ability to continue providing a level of service to City residents and requires immediate funding assistance to avoid program or service interruption or cancellation.

### **Funding will not be given:**

1. For ongoing or existing expenses.
2. In lieu of a participation fee normally paid by all participants, i.e. registration fee, etc. However, funding may be considered for a special tournament or event advancing beyond the normal spectrum of league play, causing additional expenses.

## **APPLICATION PROCESS:**

1. Submit applications to the Milpitas Parks and Recreation Services Department, 1325 E. Calaveras Blvd., Milpitas, CA 95035.
2. Applications must be filled out entirely and all supplemental information requested must be submitted with the application to be considered complete. Incomplete applications will not be considered.
3. Applications received will be reviewed by staff and presented to the Parks, Recreation and Cultural Resources Commission generally within 45 days of receipt. Applicants will be notified as to the status of their application and as to the date and time of the Commission meeting. Applications should be submitted and reviewed by the Commission prior to the sporting event.
4. Applicants must be present at the Commission meeting to discuss their application in order to be considered for funding. Commission meetings are the first Monday of every month.

5. The Commission will consider applications and recommend grant awards as applications are received or until the fund is depleted for that fiscal year.
6. Recommendations of the Commission will be forwarded to the City Council for final approval.
7. Should City grant recipients desire, Parks and Recreation Services may provide assistance in recognizing recipients' achievements through appropriate marketing efforts as defined by staff.

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**City of Milpitas**  
**Application for Group Youth Sports Assistance Fund**

PART I Organization Information

Name of group or organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Describe purpose of your organization: \_\_\_\_\_

\_\_\_\_\_

How long has this organization been providing youth sports activities in Milpitas? \_\_\_\_\_

Non-profit I.D. # \_\_\_\_\_

PART II Activity/Program Information

Amount you are requesting \$ \_\_\_\_\_

Summary of proposed activity/project/program (include specifically where/how City funds would be used): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Identify other organizations who provide partial or similar activities in this community: \_\_\_\_\_

\_\_\_\_\_

Identify proposed activity/project/program goals and objectives: \_\_\_\_\_

\_\_\_\_\_

Who is predominantly served by this program? \_\_\_\_\_

\_\_\_\_\_

How will this grant enhance your existing program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the alternative plan if City funding is not granted or granted at a reduced level? What impact will this have on your organization? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PART III Funding Information

Total cost of participation in this event/contest/competition (including above amount requested): \_\_\_\_\_

Brief budget summary of activity:

Expenses: (administration, rentals, services, supplies, travel, etc.)

Be Specific.

	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

### PART IV Background Information

Describe current activities and scope of services provided:

Main geographical service area:

Describe user and/or participant eligibility requirements:

Organization Statistics (participation totals)

	<u>Numbers of</u>
Boys	_____
Girls	_____
Participants under 8 years of age	_____
“ “ 11 years of age	_____
“ “ 14 years of age	_____
“ “ 18 years of age	_____
“ over 18 years of age	_____





Assurances

THE APPLICANT HEREBY PROPOSES to provide the activity/program in accordance with the Youth Sports Assistance Fund Policy of the City of Milpitas as stated in this application. If this application is approved for funding assistance, it is agreed that relevant Federal, State, and Local regulations, and other assurances as required by the City of Milpitas will be adhered to. Furthermore, as duly authorized representative of the applicant organization, the applicant is fully capable of fulfilling its obligation under this proposal as stated herein.

This application and the information contained herein are true and correct and complete, to the best of my knowledge.

DATE \_\_\_\_\_

\_\_\_\_\_  
(Agency Name)

Representative: \_\_\_\_\_

Title: \_\_\_\_\_